

CITY OF MIAMI BEACH  
Office of the City Manager  
Letter to Commission No. 131-2005



**To:** Mayor David Dermer and  
Members of the City Commission

**Date:** May 23, 2005

**From:** Jorge M. Gonzalez  
City Manager

**Subject:** COMMITTEE OF THE WHOLE MEETING

This memorandum requests your attendance at a Committee of the Whole meeting scheduled for Wednesday, June 8, 2005, during the Commission meeting lunch break. The meeting shall be held in the City Manager's Large Conference Room.

The purpose of the meeting will be to discuss the Fiscal Year 2005/2006 proposed operating budget request for the Office of the Mayor and City Commission. The Administration will also provide a brief update on the FY 05/06 General Fund budget.

JMG\KGB\c

c: Murray Dubbin, City Attorney  
Robert Parcher, City Clerk

Attachment – Proposed Office of the Mayor & City Commission Budget Request

CWMEETING-6-8

RECEIVED  
05 MAY 27 AM 9:56  
CITY CLERK'S OFFICE

**OFFICE OF THE  
MAYOR &  
CITY COMMISSION**

**FY 05/06  
BUDGET REQUEST**

## MAYOR & CITY COMMISSION - FY 2005/2006 BUDGET REQUEST

	Actual 2003	Actual 2004	Adopted Budget	Actual As of 3/31/05	Department Projected to 9/30/05	Variance	FY 05/06 Dept Req	Variance Req 06/ Bud 05	FY 05/06 Budget Packages
<b>EXPENDITURES</b>									
Salaries	\$549,679	\$595,638	\$626,937	\$257,575	\$621,937	(\$5,000)	\$666,216	\$39,279	
Pension - 401A	48,507	51,202	57,637	19,619	57,637	0	59,959	2,322	
Pension - City Contribution	0	7,008	16,898	8,449	16,898	0	17,506	608	
Pension - Bond Payment	20,250	5,459	5,228	2,614	5,228	0	5,228	0	
Insurance	61,765	70,546	78,236	34,013	78,236	0	85,277	7,041	
Car Allowance	42,000	42,000	42,000	21,000	42,000	0	42,000	0	
Expense Allowance	95,519	97,200	132,000	77,000	132,000	0	132,000	0	
Other Fringe Benefits	9,754	21,275	9,545	4,920	9,545	0	10,267	722	
Dues & Memberships	13,930	14,955	22,000	10,634	17,000	(5,000)	17,000	(5,000)	
Promotions	18,378	21,112	20,000	11,533	25,000	5,000	25,000	5,000	
Travel	5,741	15,339	23,750	4,958	23,750	0	23,750	0	
Operating Expenses	30,074	24,239	28,079	10,361	26,879	(1,200)	26,879	(1,200)	
Internal Services	174,764	196,397	198,569	105,625	198,569	0	198,569	0	
Capital	0	0	0	0	0	0	0	0	
<b>Total</b>	<b>\$1,070,361</b>	<b>\$1,162,370</b>		<b>\$1,260,879</b>	<b>\$568,301</b>	<b>\$1,254,679</b>	<b>(\$6,200)</b>	<b>\$1,309,651</b>	<b>\$48,772</b>
Budgeted Positions	21	20							

# **PROPOSED DEPARTMENTAL WORK PLAN**

**Department Name:** Office of the Mayor & Commission

**Fiscal Year:** 06

**Date Prepared/Updated:** March 30, 2005



## **Department Mission/Purpose Statement**

The Office of the Mayor and Commission is committed to developing policy and providing direction to meet the needs of constituents by providing leadership that enhances and improves the quality of life for those who live, work and play in the City of Miami Beach.

## **Department Description**

Miami Beach operates as a "Council/City Manager" form of government. The Miami Beach City Commission consists of a Mayor and six Commissioners who serve as the Legislative branch of the City of Miami Beach government. On a rotating basis, the Commission selects one its members to serve as Vice Mayor for a three month term. Voters elect the Mayor and Commissioners as city-wide representatives through non-partisan elections held in odd-numbered years with the Mayor elected to serve two-year terms with a limit of three consecutive terms. Commission terms are staggered so that not all Commissioners are up for reelection at the same time.

As elected officials, the Mayor & Commissioners respond to citizens who seek their assistance in matters involving the governance and operation of the City of Miami Beach. Through the enactment of ordinances and resolutions, the review and approval of bids and contracts, and the awarding of certificates and proclamations, the City Commission works to improve quality of life, economic development, and enhanced communication between city government and the community.

Working to complement the efforts of the City Commission, office personnel serves to bridge elected officials to their constituency as well as working directly with the City Administration to address the problems and issues brought forth by the community. Customer service and timely responsiveness are the key responsibility of all staff members.

See attached Table of Organization

# **PROPOSED DEPARTMENTAL WORK PLAN**

**Department Name:** Office of the Mayor & Commission

**Fiscal Year:** 06

**Date Prepared/Updated:** March 30, 2005



## **Fiscal Environment:**

The Office of the Mayor and Commission is supported by General Fund dollars (\$1.26 million in FY 2004/2005).

## **Business Environment:**

The Office of the Mayor and Commission holds Commission Meetings and Commission Workshops to discuss and decide on issues facing the City of Miami Beach. Commissioners also serve on the Commission Committees (Community Affairs/Neighborhoods Committee, Finance and Citywide Projects Committee, and Land Use & Development Committee), and discuss referral items as well as gather community input. The Mayor also serves as the Chairperson of the General Obligation Bond Oversight Committee to help ensure that projects are fairly carried out as proposed, and that the community's needs are met.

Commissioners additionally work on issues affecting the City of Miami Beach and Miami-Dade County as a whole by serving on Non-City Commission Committees including Miami-Dade County Homeless Trust Board, Miami-Dade League of Cities, Metropolitan Planning Organization, Performing Arts Center Trust and Miami-Dade Tourist Development Council, Miami Beach Transportation Management Association, Dade Cultural Alliance and Greater Miami Convention and Visitors Bureau.

# PROPOSED DEPARTMENTAL WORK PLAN

Department Name: Office of the Mayor & Commission

Fiscal Year: 06

Date Prepared/Updated: March 30, 2005



## Significant Prior Accomplishments:

- Created the Mayor's Blue Ribbon Panel on the Structural Integrity of Historic Buildings
- Adopted a dedicated millage for Capital Replacement and Renewal of City's facilities and infrastructure
- Enacted Campaign Finance Reform legislation
- Strengthened the City's Human Rights Ordinance
- Worked with Florida Department of Transportation on mitigation of traffic for projects (Harding Project & 63<sup>rd</sup> St Flyover removal)
- Launched the "Vote Miami Beach" Voter Initiative Program, an ongoing campaign to create and stimulate awareness among Miami Beach residents about voting
- Adopted a resolution opposing the reduction of Community Development Block Grant funding to the City of Miami Beach
- Created the North Beach Resort Historic District
- Awarded contract to provide SAP (Secondary Audio Program) in Spanish on its government-access cable channel 20 for live City Commission meetings, workshops and budget hearings, making the City of Miami Beach became the first municipality in South Florida

## Critical Success Factors:

- Improved Customer Service: Although the City of Miami Beach has a City Manager form of government, the Office of the Mayor & Commission plays an integral role in channeling the concerns and perspectives of the community to the appropriate administrative agencies. The Mayor & Commission Office staff is charged with responding to a large volume of telephone calls, facsimile communications, electronic and written correspondence. These responses are handled by both our elected officials and their office staff, which acts on behalf of individual Commissioners or the Office of the Mayor and Commission as a whole.
- Ensure timely and accurate responses and follow-up to community inquiries- failure to provide accurate information in a timely manner will result in unsatisfied residents, businesses and visitors.
- Enhanced communication between the Office of the Mayor & Commission and City Manager's Office- greater communication between these two offices will enable more timely and accurate service for the community.

# **PROPOSED DEPARTMENTAL WORK PLAN**

**Department Name:** Office of the Mayor & Commission

**Fiscal Year:** 06

**Date Prepared/Updated:** March 30, 2005



## **Planned Efficiencies and Re-alignments:**

- Completed in FY 2005/04:
  - Revamping of the Commission Meeting schedule to address city matters in a more efficient and timely manner.
  - Additional staff trained in Eden software for better understanding of payroll and budget process.
- Anticipated for FY 2005/06:
  - Additional participation of staff in professional development trainings.

## **Future Outlook:**

As it pertains to the handling of constituent concerns, it is the goal of the Office of the Mayor & Commission staff to work with the Administration in order to improve response-related issues, such as response turnover time for incoming communication.

In addition to improving communication with the Administration in order to provide more timely and accurate responses, the Office of the Mayor & Commission staff will also strive to improve internal communication. Monthly staff meetings will be scheduled to discuss concerns, ideas, and suggestions in order to more effectively share information regarding upcoming issues and events.

# PROPOSED DEPARTMENTAL WORK PLAN

Department Name: Office of the Mayor & Commission

Fiscal Year: 06

Date Prepared/Updated: March 30, 2005



## Miami Beach Strategic Planning Framework

The Department Work plan is aligned with Citywide strategic outcomes and initiatives established through extensive community input. The City's strategic planning process provides a framework at a broad level of where we want to go, how we get there, and how we measure our progress along the way. The process ensures increased communications at all levels of City government using consistent terms.

- Our Citywide **Vision** communicates the community's shared vision for the best possible future for the City of Miami Beach:  
*Cleaner and Safer, Beautiful and Vibrant, Mature Stable Residential Community with Well Improved Infrastructure, Urban and Historic Environment, Cultural, Entertainment and Tourism Capital, International Center for Innovation*
- Our Citywide **Mission** statement communicates the role of our government in achieving this vision:  
*We are committed to providing excellent public services and safety to all who live, work, and play in our vibrant, tropical, historic community*
- Our **Values** communicate to all levels of our organization the manner in which we expect all decisions, interactions and activities to be performed:  
*We maintain the City of Miami Beach as a world-class city.  
We work as a cooperative team of well-trained professionals.  
We serve the public with dignity and respect.  
We conduct the business of the City with honesty, integrity, and dedication.  
We are ambassadors of good will to our residents, visitors, and the business community*
- Our **Identified Priorities** communicate activities that are essential to help us achieve our vision:  
*Capital Improvement Program, Strategic Planning and Economic Development, Organizational Development, Neighborhood Services, and Investment in Technology*
- We have developed **Key Intended Outcomes** across all City Departments. These are the results the City plans to achieve towards accomplishing its Vision. These outcomes are from the customer/community perspective (e.g. quality of service provided, customer satisfaction).
- **Key Performance Indicators** express the City's Key Intended Outcomes in measurable terms. Departments monitor additional performance indicators (*Department Performance Indicators*) that support these Citywide Key Performance Indicators.
- **Citywide Initiatives** are undertaken by cross-departmental city teams to drive the performance level for a key performance indicator.
- **Department Activities or Programs** are actions or groups of actions will be undertaken by a particular department in a specific fiscal year in order to achieve an Outcome.

# **PROPOSED DEPARTMENTAL WORK PLAN**

**Department Name:** Office of the Mayor & Commission

**Fiscal Year:** 06

**Date Prepared/Updated:** March 30, 2005

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## **Citywide Key Intended Outcomes supported by the Department:**

- o Increase resident satisfaction with employee contact

**See Department Performance Plan for additional supporting details**



## CITY OF MIAMI BEACH

### PROPOSED DEPARTMENTAL WORK PLAN - PERFORMANCE PLAN COMPONENT

Citywide Key Intended Outcome: Increase resident satisfaction with employee contact	Department Code: MAYO	MAYOR & COMMISSION
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#### City Wide Key Performance Indicator(s)

**K.P.I. Description** % of residents, businesses and community orgs, that agree or strongly agree that it was easy to get to someone who could help them during their most recent contact with the city (by source of info and reason for contact)

#### Baseline Value

#### K.P.I. Target

#### Fiscal Year Target

05-06

- Related Initiatives**
- 1) Research software to provide knowledge-based information and train Answer Center and other frontline employees regarding same
  - 2) Continue implementation of FY 05 initiative to publish and mail a community newsletter on a quarterly basis to all Miami Bea

#### Quarter(s)

Q1      Q2      Q3      Q4

#### Departmental Performance Indicator(s)

#### DEPARTMENT COMPONENT

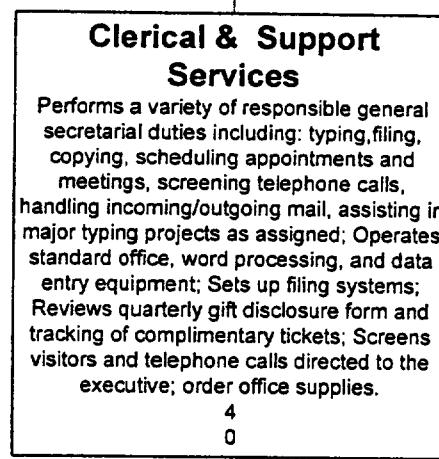
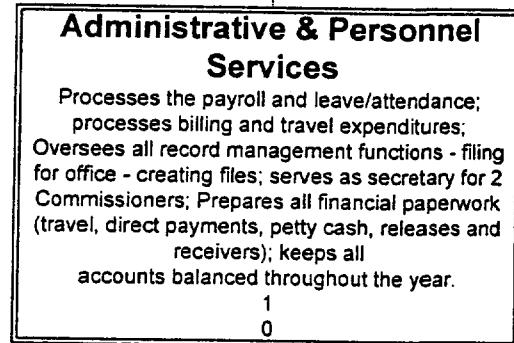
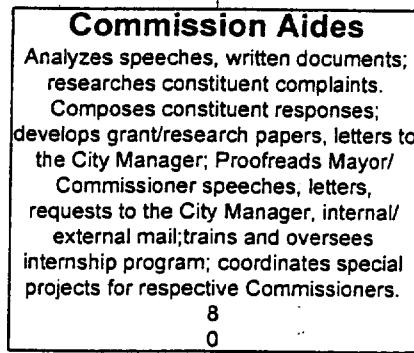
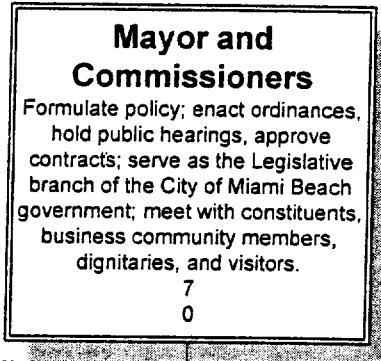
Department Performance Indicator (DPI)	Fiscal Year	Baseline Value	DPI Target	Departmental Activity	Responsible Entity
% Training Front-Line Employee Re: Customer Service	05-06	0%	100%	Professional Development Training	Mayor & Commission Staff

% Of Complaints Received versus Resolved		05-06	0%	60%	Research Access Database Options With Personal Password for use by individual Mayor & Commission Office	Mayor & Commission Aides

# DEPARTMENTAL ORGANIZATIONAL CHART

Department Name: Office of the Mayor and Commissioners

Fiscal Year: FY 05/06



## DEPARTMENTAL POSITION DETAILS

ADOPTED  
FY 04/05

FILLED AS OF  
4/29/05

Variance

### MAYOR & COMMISSION, OFFICE OF

General Fund	ADOPTED FY 04/05	FILLED AS OF 4/29/05	Variance
Mayor	1.00	1.00	0.00
Vice Mayor	1.00	1.00	0.00
Commissioner	5.00	5.00	0.00
Executive Office Associate I	3.00	3.00	0.00
Office Associate V	8.00	7.00	(1.00)
Office Associate III	1.00	1.00	0.00
Office Manager	1.00	1.00	0.00
DEPARTMENT TOTAL	20.00	19.00	(1.00)

# **Position Budget Summary Report**

## **CITY OF MIAMI BEACH**

**CITY OF MIAMI BEACH**

Scenario: 06adi Date Range: 09/19/2005 thru fiscal 2006

Fund : 011  
Department : 0100  
Object : 000111

## Account Recap:

Account Recap:	Total all Years		
	YTD 2005	Thru End 2005	2006
E 011-0100-0001111 Salaries and Wages			
0001-001 MAYOR 011-0100	0.00	0.00	9,999.86
0003-001 COMMISSIONER 011-0100	0.00	0.00	6,000.02
0003-002 COMMISSIONER 011-0100	0.00	0.00	6,000.02
0003-003 COMMISSIONER 011-0100	0.00	0.00	6,000.02
0003-004 COMMISSIONER 011-0100	0.00	0.00	6,000.02
0003-005 COMMISSIONER 011-0100	0.00	0.00	6,000.02
0003-006 COMMISSIONER 011-0100	0.00	0.00	6,000.02
2104-001 OFFICE MANAGER 011-0100	0.00	0.00	56,668.12
2108-005 EXEC OFF ASSC I 011-0100	0.00	0.00	59,595.11
2108-007 EXEC OFF ASSC I 011-0100	0.00	0.00	53,799.61
2108-009 EXEC OFF ASSC I 011-0100	0.00	0.00	55,665.34
2120-010 OFFICE ASSOCIATE V 011-0100	0.00	0.00	48,343.54
2120-014 OFFICE ASSOCIATE V 011-0100	0.00	0.00	61,466.58
2120-019 OFFICE ASSOCIATE V 011-0100	0.00	0.00	40,372.21
2120-021 OFFICE ASSOCIATE V 011-0100	0.00	0.00	40,132.81
2120-027 OFFICE ASSOCIATE V 011-0100	0.00	0.00	39,995.52
2120-029 OFFICE ASSOCIATE V 011-0100	0.00	0.00	40,252.43
2120-035 OFFICE ASSOCIATE V 011-0100	0.00	0.00	26,731.58
2120-036 OFFICE ASSOCIATE V 011-0100	0.00	0.00	43,342.48
2120-041 OFFICE ASSOCIATE V 011-0100	0.00	0.00	20,275.72
2122-004 OFFICE ASSOCIATE III 011-0100	0.00	0.00	33,574.55
<b>Total for Salaries and Wages :</b>	<b>0.00</b>	<b>0.00</b>	<b>666,215.58</b>
<b>Total for 011-0100-000111 :</b>	<b>0.00</b>	<b>0.00</b>	<b>666,215.58</b>
			<b>0.00</b>

### Total for Salaries and Wages :

0,00 0,00 666 215 58 0,00

**Position Budget Summary Report**

CITY OF MIAMI BEACH

Scenario: 06adj Date Range: 09/19/2005 thru fiscal 2006

Page: 1

Fund :	011	Grade/Step	Prorated FTE	Wages	Benefits	Total
Department :	0100					
Object :	000111					
0001-001	MAYOR 011-0100 DAVID DERMER 2006	m03a/H	100.0%	9,999.86		9,999.86
				9,999.86		9,999.86
0003-001	COMMISSIONER 011-0100 LUIS GARCIA JR 2006	m02a/H	100.0%	6,000.02		6,000.02
				6,000.02		6,000.02
0003-002	COMMISSIONER 011-0100 JOSE SMITH 2006	m02a/H	100.0%	6,000.02		6,000.02
				6,000.02		6,000.02
0003-003	COMMISSIONER 011-0100 SIMON CRUZ 2006	m02a/H	100.0%	6,000.02		6,000.02
				6,000.02		6,000.02
0003-004	COMMISSIONER 011-0100 MATILDE BOWER 2006	m02a/H	100.0%	6,000.02		6,000.02
				6,000.02		6,000.02
0003-005	COMMISSIONER 011-0100 RICHARD STEINBERG 2006	m02a/H	100.0%	6,000.02		6,000.02
				6,000.02		6,000.02
0003-006	COMMISSIONER 011-0100 SAUL GROSS 2006	m02a/H	100.0%	6,000.02		6,000.02
				6,000.02		6,000.02
2104-001	OFFICE MANAGER 011-0100 LUIS C WONG 2006	0013/D	100.0%	56,668.12		56,668.12
				56,668.12		56,668.12

Page: 1

Scenario: 06adj Date Range: 09/19/2005 thru fiscal 2006

Fund : 011	(continued)	Grade/Step	Prorated FTE	Wages	Benefits	Total
Department : 0100						
Object : 000111						
2108-005 EXEC OFF ASSC I 011-0100 SANDRA D MEYER 2006		0012/D	100.0%	59,595.11		59,595.11
				59,595.11		59,595.11
2108-007 EXEC OFF ASSC I 011-0100 MARIA LORENZO 2006		0012/D	100.0%	53,799.61		53,799.61
				53,799.61		53,799.61
2108-009 EXEC OFF ASSC I 011-0100 FRANCIS RODRIGUEZ 2006		0012/D	100.0%	55,665.34		55,665.34
				55,665.34		55,665.34
2120-010 OFFICE ASSOCIATE V 011-0100 JOSEA A BERMUDEZ 2006		0011/D	100.0%	48,343.54		48,343.54
				48,343.54		48,343.54
2120-014 OFFICE ASSOCIATE V 011-0100 ESTHER PEREZ-TRUJILLO 2006		0011/D	100.0%	61,466.58		61,466.58
				61,466.58		61,466.58
2120-019 OFFICE ASSOCIATE V 011-0100 JOHN C HEFFERNAN 2006		0011/D	100.0%	40,372.21		40,372.21
				40,372.21		40,372.21
2120-021 OFFICE ASSOCIATE V 011-0100 ABEL SABORIT JR. 2006		0011/D	100.0%	40,132.81		40,132.81
				40,132.81		40,132.81
2120-027 OFFICE ASSOCIATE V 011-0100 Unoccupied Position 2006		0011/D	100.0%	39,995.52		39,995.52
				39,995.52		39,995.52
				39,995.52		39,995.52



**Budget Preparation Document Edit List**  
**CITY OF MIAMI BEACH**

Page: 1

**Reference :** 011-0100-L4  
**Date :** 05/25/2005  
**Account Mask :** 011-0100\*  
**Account Class :**

**Description :** Mayor & City Commission-L4  
**Fiscal Year :** 2006

**Document No :** 440  
**Group :** budgcarc

**Column 1 :** Content : \* 2003 Actuals

Formula :

**Column 2 :** Content : \* 2004 Actuals

Formula :

**Column 3 :** Content : \* 2005 Initial Budget

Formula :

**Column 4 :** Content : \* 2005 Actuals

Formula :

**Column 5 :** Content : 2005 Yr. End Est

Formula :

**Column 6 :** Content : 2006 Proposed

Formula :

**Column 7 :** Content : \* Calculated  
 Formula : [Column 6] -[Column 3]

<b>Account Number &amp; Title</b>	<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>	<b>Column 6</b>	<b>Column 7</b>
011-0100-000100 PERSONNEL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
011-0100-000111 Salaries and Wages	549,678.63	595,637.94	626,937.00	347,801.18	621,937.00	666,216.00	39,279.00
011-0100-000135 Overtime	0.00	10,596.17	0.00	540.35	0.00	0.00	0.00
011-0100-000150 FRINGE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
011-0100-000153 Allowances	137,518.70	139,200.14	174,000.00	126,461.63	174,000.00	174,000.00	0.00
011-0100-000159 Transfers-Pension Obligation	20,250.00	5,459.04	5,228.00	3,049.69	5,228.00	5,228.00	0.00
011-0100-000160 401A Pension Contributions	48,507.04	51,201.77	57,637.00	27,067.29	57,637.00	59,959.00	2,322.00
011-0100-000161 Retirement Contributions	0.00	7,008.00	16,898.00	9,857.19	16,898.00	17,506.00	608.00
011-0100-000162 Health & Life Insurance	61,765.02	70,545.65	78,236.00	43,866.79	78,236.00	85,277.00	7,041.00
011-0100-000163 Workmen's Compensation P	945.00	945.00	945.00	551.25	945.00	945.00	0.00
011-0100-000165 Social Security Medicare	8,280.28	8,822.86	8,600.00	4,966.10	8,600.00	9,322.00	722.00
011-0100-000166 FICA Alternative (457)	528.53	912.04	0.00	654.34	0.00	0.00	0.00
011-0100-000300 OPERATING EXPENDITURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
011-0100-000311 Temporary Labor	1,153.11	955.23	1,000.00	591.26	1,000.00	1,000.00	0.00

\* = View-only field   ! = Formula does not apply

Page: 1

**Budget Preparation Document Edit List**  
**CITY OF MIAMI BEACH**

**Reference : 011-0100-L4**  
**Date : 05/25/2005**

**Description : Mayor & City Commission-L4**  
**Fiscal Year : 2006**

**Document No : 440**  
**Group : budgarc**

**(Continued)**

<b>Account Number &amp; Title</b>	<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>	<b>Column 6</b>	<b>Column 7</b>
011-0100-000312 Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00 (1)
011-0100-000316 Telephone	7,106.03	4,183.22	4,400.00	1,844.51	4,400.00	4,400.00	0.00
011-0100-000321 Postage and Shipping	978.66	554.28	2,000.00	515.92	1,000.00	1,000.00	-1,000.00
011-0100-000323 Rent-Building & Equipment	4,578.22	1,713.80	1,900.00	1,248.90	1,900.00	1,900.00	0.00
011-0100-000324 Printing	4,800.00	5,923.00	6,000.00	4,153.00	6,000.00	6,000.00	0.00
011-0100-000327 Advertising	1,032.25	258.54	400.00	240.00	400.00	400.00	0.00
011-0100-000341 Office Supplies	4,798.24	4,761.36	6,000.00	3,096.51	6,000.00	6,000.00	0.00
011-0100-000342 Repairs/Maintenance Supply	23.34	0.00	0.00	0.00	0.00	0.00	0.00
011-0100-000343 Other Operating Expenditures	5,270.52	5,114.48	5,000.00	2,647.00	5,000.00	5,000.00	0.00
011-0100-000358 Subscriptions	333.62	674.23	779.00	0.00	779.00	779.00	0.00
011-0100-000361 Dues & Memberships	13,930.38	14,955.16	22,000.00	10,634.44	17,000.00	17,000.00	-5,000.00
011-0100-000362 Promotion	18,377.53	21,112.49	20,000.00	15,573.17	25,000.00	25,000.00	5,000.00
011-0100-000363 Travel	5,741.35	15,338.76	23,750.00	4,957.55	23,750.00	23,750.00	0.00
011-0100-000364 Local Mileage Reimbursement	0.00	0.00	200.00	0.00	0.00	0.00	-200.00
011-0100-000367 Training & Awards	0.00	100.00	400.00	146.00	400.00	400.00	0.00
011-0100-000399 INTERNAL CHARGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
011-0100-000501 Central Services-Internal Svc	10,642.43	16,965.10	11,484.00	7,051.01	11,484.00	11,484.00	0.00
011-0100-000502 Property Mgmt-Internal Svc	39,333.38	31,132.54	25,748.00	20,441.14	25,748.00	25,748.00	0.00
011-0100-000504 Communications-Internal Svc	31,970.04	29,520.00	36,672.00	21,392.00	36,672.00	36,672.00	0.00
011-0100-000505 Self Insurance-Internal Svc	37,175.96	51,852.00	61,847.00	36,077.44	61,847.00	61,847.00	0.00
011-0100-000506 Computers-Internal Svc	29,983.04	40,947.31	41,432.00	24,168.69	41,432.00	41,432.00	0.00
011-0100-000512 Prop/Elec & Contracts-Intl Sv	25,659.63	26,080.04	21,386.00	14,864.32	21,386.00	21,386.00	0.00
011-0100-000671 Furniture & Fixtures	0.00	0.00	0.00	0.00	0.00	0.00	0.00 (1)
011-0100-000674 Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00 (1)
<b>Total :</b>	<b>1,070,360.93</b>	<b>1,162,370.15</b>	<b>1,260,879.00</b>	<b>734,458.67</b>	<b>1,254,679.00</b>	<b>1,309,651.00</b>	<b>48,772.00</b>

(1) Account not found

Budget Preparation Document Edit List  
CITY OF MIAMI BEACH

Reference :	011-0100-L4		Description :	Mayor & City Commission-L4		Document No:	440
CM Proposed :	Qty	Unit	Unit Cost		Amount		
(1)	0.00		0.00				666,216.00
	Based on FY 06 Salary Projection 5/25/05			Total :			666,216.00
CM Proposed :	Qty	Unit	Unit Cost		Amount		
(1)	0.00		0.00				6,000.00
	Car allowance - Mayor						
(2)	0.00		\$230.77 x 26 pay periods	0.00			36,000.00
	Car allowance - Commissioners						
(3)	0.00		\$230.77 x 26 pay periods x 6 Commissioners	0.00			24,000.00
	Expense Allowance - Mayor						
(4)	0.00		\$2,000 x 12 months	0.00			108,000.00
	Expense Allowance - Commissioners						
(5)	0.00		\$1,500 x 12 months x 6 Commissioners	0.00			0.00
	FY 03 - \$137,518						
	FY 04 - \$139,200						
	FY 05 - \$174,000 as approved by the Committee of the Whole on 6/3/04						
	Total :						174,000.00
CM Proposed :	Qty	Unit	Unit Cost		Amount		
(1)	0.00		0.00				5,228.00
	converted 2005 appropriated amt						
	Total :						5,228.00
CM Proposed :	Qty	Unit	Unit Cost		Amount		
(1)	0.00		0.00				57,637.00
	converted 2005 appropriated amt						
(2)	0.00		0.00				2,322.00
	Increase based on FY 06 Salary Projection 5/25/05, \$666,216.						

**Budget Preparation Document Edit List**  
**CITY OF MIAMI BEACH**

<b>CM Proposed : 011-0100-000161 Retirement Contributions</b>				Total :	59,959.00
	Qty	Unit	Unit Cost		Amount
(1)	0.00		0.00		16,898.00
converted 2005 appropriated amt					
(2)	0.00		0.00		608.00
Increase based on FY 06 Pension allocation					
				Total :	17,506.00

<b>CM Proposed : 011-0100-000162 Health &amp; Life Insurance</b>				Total :	17,506.00
	Qty	Unit	Unit Cost		Amount
(1)	0.00		0.00		78,236.00
converted 2005 appropriated amt					
(2)	0.00		0.00		7,041.00
Based on HR preliminary increase of 9%					
				Total :	85,277.00

<b>CM Proposed : 011-0100-000163 Workmen's Compensation Pay</b>				Total :	85,277.00
	Qty	Unit	Unit Cost		Amount
(1)	0.00		0.00		945.00
converted 2005 appropriated amt					
				Total :	945.00

<b>CM Proposed : 011-0100-000165 Social Security Medicare</b>				Total :	9,322.00
	Qty	Unit	Unit Cost		Amount
(1)	0.00		0.00		9,322.00
Based on FY 06 Salary Projection 5/25/05					
				Total :	9,322.00

<b>CM Proposed : 011-0100-000311 Temporary Labor</b>				Total :	9,322.00
	Qty	Unit	Unit Cost		Amount
(1)	1.00		1,000.00		1,000.00
Temporary Labor to cover vacations for receptionist					
(2)	0.00		0.00		0.00
FY 03 Actual \$1,153.11					
FY 04 Actual \$955.23					
FY 05 Projection \$1,000.00 based on last year's actuals					
FY 06 Estimated to be the same as FY 05 \$ 500 per week (40hrs)					

**Budget Preparation Document Edit List**  
**CITY OF MIAMI BEACH**

<b>CM Proposed : 011-0100-000316 Telephone</b>			
	<u>Qty</u>	<u>Unit</u>	<u>Unit Cost</u>
(1)	1.00		4,400.00
Cell phone charges for Mayor & Aide			
(2)	0.00		0.00
FY 03 Actual \$7106.03			
FY 04 Actual \$4183.220			
FY 05 Projection \$4400.00			
Estimated Average per month \$180.00 per person (Mayor & 1 Aide)			
FY 06 Estimated same as FY 05			
Total :			<u>1,000.00</u>

<b>CM Proposed : 011-0100-000321 Postage and Shipping</b>			
	<u>Qty</u>	<u>Unit</u>	<u>Unit Cost</u>
(1)	1.00		1,000.00
FedEx Next Day, 2nd Day Shipping			
(2)	0.00		0.00
FY 03 Actual \$978.66			
FY 04 Actual \$554.28			
FY 05 Projection \$1,000.00			
Estimated Average \$100.00 per month			
FY 06 Estimates same as FY 05			
Total :			<u>1,000.00</u>

<b>CM Proposed : 011-0100-000323 Rent-Building &amp; Equipment</b>			
	<u>Qty</u>	<u>Unit</u>	<u>Unit Cost</u>
(1)	1.00		1,900.00
Yearly Rental Fee for Office Copier			
(2)	0.00		0.00
FY 03 Actual \$4,578.22			
FY 04 Actual \$1,713.80			
FY 05 Projection \$1,900.00			
Yearly rental fee for Procurement Department			
FY 06 based on FY 05			
Total :			<u>1,900.00</u>

<b>CM Proposed : 011-0100-000324 Printing</b>			
	<u>Qty</u>	<u>Unit</u>	<u>Unit Cost</u>
(1)	1.00		6,000.00
Office Letterhead, Envelopes, Business Cards with			

**Budget Preparation Document Edit List**  
**CITY OF MIAMI BEACH**

(2)	City Seal	1.00	0.00
	FY 03 Actual \$4,800.00		
	FY 04 Actual \$5,923.00		
	FY 05 Projection \$6,000.00 based on FY 04 actuals		
	November Elections may cause shift in Mayor and/or Commissioners & Staff.		
(3)	0.00	0.00	
	Average Costs		
	\$179.00 per 1,000 Business Cards w/ Gold City Seal \$239.00 per 1,000 Letterhead w/ Gold City Seal \$290.00 per 1,000 Envelopes w/ Gold City Seal		
	Total : _____	6,000.00	

<b>CM Proposed : 011-0100-000327 Advertising</b>			
	<u>Qty</u>	<u>Unit</u>	<u>Unit Cost</u>
(1)	1.00	400.00	400.00
	Advertising Costs for Ads in Local Newspapers for Job Openings In Office		
(2)	1.00	0.00	0.00
	FY 03 Actual \$1,032.25		
	FY 04 Actual \$258.54		
	FY 05 Projection \$400.00 based on current vacant positions advertised		
	FY 06 estimated same as FY 05		
	Total : _____	400.00	

<b>CM Proposed : 011-0100-000341 Office Supplies</b>			
	<u>Qty</u>	<u>Unit</u>	<u>Unit Cost</u>
(1)	1.00	1,000.00	1,000.00
	Yearly Supplies & Maintenance for Office Fax Machine		
(2)	1.00	5,000.00	5,000.00
(3)	1.00	0.00	0.00
	FY 03 Actual \$4,798.24		
	FY 04 Actual \$4,761.36		
	FY 05 Projection \$6,000.00		
	Current staff increase anticipates more office supplies for FY 05 & 06		
	Total : _____	6,000.00	

**Budget Preparation Document Edit List**  
**CITY OF MIAMI BEACH**

<b>CM Proposed : 011-0100-000343 Other Operating Expenditures</b>			
	<u>Qty</u>	<u>Unit</u>	<u>Unit Cost</u>
(1)	1.00		1,100.00
Yearly Amount for Data Storage including office files, calendars, and memos.			1,100.00
(2)	1.00		3,900.00
Yearly Amount for Miscellaneous office expenditures: gift baskets, wreaths, and framing			3,900.00
(3)	1.00		0.00
FY 03 Actual \$5,270.52			
FY 04 Actual \$5,114.48			
FY 05 Projection \$5,000.00 based on FY 04 actuals			
FY 06 Estimated based on FY 05			
Total :			<u><b>5,000.00</b></u>

<b>CM Proposed : 011-0100-000358 Subscriptions</b>			
	<u>Qty</u>	<u>Unit</u>	<u>Unit Cost</u>
(1)	1.00		278.00
Yearly subscription to Daily Business Review			278.00
(2)	1.00		15.00
Yearly Subscription to Florida Trend			15.00
(3)	1.00		161.00
Yearly Subscription to Miami Herald			161.00
(4)	1.00		78.00
Yearly Subscription to South Florida Business Journal			78.00
(5)	1.00		13.00
Yearly Subscription to First Amendment Foundation Manual			13.00
(6)	1.00		234.00
Yearly Subscription to Sun Sentinel			234.00
(7)	1.00		0.00
FY 03 Actual \$333.62			
FY 04 Actual \$674.23			
FY 05 Projection \$779.00 based on subscribing to all publications budgeted			
FY 06 Estimated to be the same as FY 05			
Total :			<u><b>779.00</b></u>

<b>CM Proposed : 011-0100-000361 Dues &amp; Memberships</b>			
	<u>Qty</u>	<u>Unit</u>	<u>Unit Cost</u>
(1)	1.00		6,389.00
Membership Fees to Miami-Dade League of Cities			6,389.00

**Budget Preparation Document Edit List**  
**CITY OF MIAMI BEACH**

(2)	1.00	Membership Fees to Urban Land Institute	575.00	575.00
(3)	1.00	Membership Fees to Florida League of Cities	4,300.00	4,300.00
(4)	1.00	Membership Fees to National League of Cities	5,736.00	5,736.00
(5)	1.00		0.00	0.00

FY 03 Actual \$13,930.38

FY 04 Actual \$14,995.16

FY 05 Projection \$17,000.00 based on memberships requested by the Commissioners and Mayor Dermers's decision not to renew his membership to US Conference of Mayors for FY 05 & FY 06

Total: \_\_\_\_\_

**CM Proposed : 011-0100-000362 Promotion**

	<u>Qty</u>	<u>Unit</u>	<u>Unit Cost</u>	<u>Amount</u>
(1)	1.00	Yearly Amount for Pepsi Account/ Commission Meetings	2,000.00	2,000.00
(2)	1.00	Yearly Amount for Standard Coffee Account/ Mayor & Commission Office	2,500.00	2,500.00
(3)	1.00	Yearly Amount for Crystal Springs Account/ Mayor & Commission Office	300.00	300.00
(4)	1.00	Yearly Amount for Publix Account/ Catering for Commission Meetings	3,000.00	3,000.00
(5)	1.00	Yearly Amount for Table Purchases & individual attendance for Galas & Events	17,200.00	17,200.00
(6)	1.00		0.00	0.00

FY 03 Actual \$18,377.53

FY 04 Actual \$21,112.49

FY 05 Projection \$25,000.00 based on FY 04 actuals plus additional functions attended this year and increased costs of events.  
FY 06 Estimated based on FY 05.

Total: \_\_\_\_\_

**CM Proposed : 011-0100-000363 Travel**

	<u>Qty</u>	<u>Unit</u>	<u>Unit Cost</u>	<u>Amount</u>
				25,000.00

**Budget Preparation Document Edit List**  
**CITY OF MIAMI BEACH**

(1)	1.00	3,750.00	3,750.00
(2)	1.00	15,000.00	15,000.00
(3)	1.00	5,000.00	5,000.00
(4)	1.00	0.00	0.00

FY 03 Actual \$5,741.35  
 FY 04 Actual \$15,338.76  
 FY 05 Projection \$23,750.00 based on cost of projected trips.

FY 06 Estimate based on FY 05.  
 Average cost per trip including airfare, hotel & registration costs for conferences is \$1,200.  
 Average cost per trip including airfare, hotel, & registration costs for conferences is \$1200

<b>CM Proposed : 011-0100-000364 Local Mileage Reimbursement</b>			Total :
	<u>Qty</u>	<u>Unit</u>	<u>Amount</u>
		<u>Unit Cost</u>	
(1)	0.00	0.00	0.00

FY 03 Actual \$0  
 FY 04 Actual \$0  
 FY 05 Projection \$0  
 FY 06 based on prior years

This mileage reimbursement is for the support staff. Their Mayor & Commissioners receive Car Allowance on a bi-weekly payment

<b>CM Proposed : 011-0100-000367 Training &amp; Awards</b>			Total :
	<u>Qty</u>	<u>Unit</u>	<u>Amount</u>
		<u>Unit Cost</u>	
(1)	1.00	400.00	400.00

Yearly Amount for Office Training Programs & Modules

(2) 1.00  
 FY 03 Actual \$0  
 FY 04 Actual \$100  
 FY 05 Projection \$400  
 FY 06 Estimates based on FY 05  
 New Staff will require computer software and professional development training

Budget Preparation Document Edit List  
CITY OF MIAMI BEACH

CM Proposed : 011-0100-000501 Central Services-Internal Svc				Total :	400.00
Qty	Unit	Unit Cost	Amount		
(1)	0.00	0.00	11,484.00		
	converted 2005 appropriated amt			Total :	11,484.00
CM Proposed : 011-0100-000502 Property Mgmt-Internal Svc				Total :	25,748.00
Qty	Unit	Unit Cost	Amount		
(1)	0.00	0.00	25,748.00		
	converted 2005 appropriated amt			Total :	25,748.00
CM Proposed : 011-0100-000504 Communications-Internal Svc				Total :	36,672.00
Qty	Unit	Unit Cost	Amount		
(1)	0.00	0.00	36,672.00		
	converted 2005 appropriated amt			Total :	36,672.00
CM Proposed : 011-0100-000505 Self Insurance-Internal Svc				Total :	61,847.00
Qty	Unit	Unit Cost	Amount		
(1)	0.00	0.00	61,847.00		
	converted 2005 appropriated amt			Total :	61,847.00
CM Proposed : 011-0100-000506 Computers-Internal Svc				Total :	41,432.00
Qty	Unit	Unit Cost	Amount		
(1)	0.00	0.00	41,432.00		
	converted 2005 appropriated amt			Total :	41,432.00
CM Proposed : 011-0100-000512 Prop/Elec & Contracts-Intl Svc				Total :	21,386.00
Qty	Unit	Unit Cost	Amount		
(1)	0.00	0.00	21,386.00		
	converted 2005 appropriated amt			Total :	21,386.00